



Expense Item

Expense Item Descriptions

Expense Item Description

Expense Item categorized by Spend Category

Expense Item Group

Agency Fee Domestic	Separate administrative fee charged by travel agency, travel management company, or online booking site.	Travel Agent Fees (SC0235)	Air Travel
Agency Fee Domestic, Travel, Employee Training	Separate administrative fee charged by travel agency, travel management company, or online booking site. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Air Travel
Agency Fee International	Separate administrative fee charged by travel agency, travel management company, or online booking site.	Travel Other Airline Fees Foreign (SC0244)	Domestic Travel
Agency Fee International, Travel, Employee Training	Separate administrative fee charged by travel agency, travel management company, or online booking site. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training Air Travel
Agricultural Supplies	Expenses for animal foods, bulbs, fertilizers, insecticides, seeds, and similar agricultural supply items	Supplies Agricultural (SC0285)	International Travel Air Travel
Air Upgrade Domestic	Fees charged by airlines for ticket upgrades (i.e seating, business class, first class, etc.)	Travel Upgrade & Change Fees Domestic (SC0587)	Travel Employee Training Equipment & Supplies
Air Upgrade Domestic, Travel, Employee Training	*Air upgrades costing more than \$350 will require justification and additional approval. Fees charged by airlines for ticket upgrades (i.e seating, business class, first class, etc.) Expenses associated with employee training and development including conferences or other professional development	Travel Upgrade & Change Fees Domestic (SC0587)	Air Travel
Air Upgrade International	*Air upgrades costing more than \$350 will require justification and additional approval. Fees charged by airlines for ticket upgrades (i.e seating, business class, first class, etc.)	Travel Upgrade & Change Fees International (SC0585)	Domestic Travel Air Travel
Air Upgrade International, Travel, Employee Training	*Air upgrades costing more than \$350 will require justification and additional approval. Fees charged by airlines for ticket upgrades (i.e seating, business class, first class, etc.) Expenses associated with employee training and development including conferences or other professional development	Travel Upgrade & Change Fees International (SC0585)	Domestic Travel
Airfare Domestic	*Air upgrades costing more than \$350 will require justification and additional approval. Airfare purchased for travel within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Travel Employee Training Air Travel
Airfare Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Airfare purchased for travel within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Air Travel
Airfare International	Airfare purchased for travel outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Upgrade & Change Fees International (SC0585)	Travel Employee Training Air Travel
Airfare International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Airfare purchased for travel outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Air Travel
Annual Software Licenses	Operating leases of computer application software, utility programs, and operating system software.	Rent Software (SC0309)	Travel Employee Training
Athletic Student Meals Domestic	The actual amount paid for travel meal expenses incurred by Student Athletes while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US	Travel Meals Athletic Student (SC0252)	Services Athletics
Athletic Student Meals International	The actual amount paid for travel meal expenses incurred by Student Athletes while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Meals Athletic Student (SC0252)	Domestic Travel Athletics
			International Travel



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Athletic Team Airfare Domestic	Airfare purchased for Student Athletes for travel within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Public Carrier Domestic (SC0242)	Air Travel Athletics
Athletic Team Airfare International	Airfare purchased for Student Athletes for travel outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US Airfare purchased for Student Athletes for travel outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US	Travel Public Carrier Foreign (SC0246)	Domestic Travel Air Travel Athletics
Background Checks	Fee for the background check performed by HR.	Services Background Check (SC0178)	International Travel Services
Baggage Fee Domestic	Fees charged by airlines for baggage (both checked and carry-on).	Travel Other Airline Fees Domestic (SC0241)	Air Travel
Baggage Fee Domestic, Travel, Employee Training	Fees charged by airlines for baggage (both checked and carry-on). Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Air Travel Domestic Travel
Baggage Fee International	Fees charged by airlines for baggage (both checked and carry-on).	Travel Other Airline Fees Foreign (SC0244)	Travel Employee Training Air Travel
Baggage Fee International, Travel, Employee Training	Fees charged by airlines for baggage (both checked and carry-on). Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Air Travel International Travel
Bank Fees/Foreign Transaction Fees/Exchange Fees International	Fees charged by a bank when making a purchase using a credit card that passes through a foreign bank or currency other than US dollar.	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training International Travel
Bank Fees/Foreign Transaction Fees/Exchange Fees International, Travel, Employee Training	Fees charged by a bank when making a purchase using a credit card that passes through a foreign bank or currency other than US dollar. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Travel Employee Training
Books Non-Library	Expenses for books not in a library (property of UVA)	Supplies Books (Non-Library) (SC0260)	Equipment & Supplies
Building/Grounds Materials and Supplies	Building Repair and Maintenance Materials: Expenses for bricks, cement, concrete, lumber, mortar, pitch, plasterboard, tar, and similar materials not included in the cost of work performed under contract	Supplies Building Repair & Maintenance (SC0275)	Equipment & Supplies
Building/Grounds Services	Expenses for services provided to clean, maintain, and protect buildings, grounds, shelters, and towers	Services General Repair & Maintenance Other (SC0192)	Services
Business Non-Travel Meals	Meals in a business capacity in Charlottesville or the surrounding area	Meals Business (non-travel) (SC0568)	Meals
Business Non-Travel Meals, Travel, Employee Training	Meals in a business capacity in Charlottesville or the surrounding area. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals
Business Travel Meals Domestic	Meals in a business capacity while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Meals Business (SC0253)	Domestic Travel
Business Travel Meals Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Meals in a business capacity while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Meals Domestic Travel Meals
Business Travel Meals International	Meals in a business capacity while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Meals Business (SC0253)	Travel Employee Training International Travel
Business Travel Meals International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Meals in a business capacity while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Meals International Travel Meals Travel Employee Training



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Car Rental Domestic	Car rental expenses while traveling within the 50 United States. *Includes Alaska and Hawaii. *Excludes possessions and territories of the US. *Excludes vehicle fuel, tolls, and other related expenses. *Excludes Rideshare Services (Uber, Lyft, etc.) - use [Taxi/Rideshare/Shuttle/Limo Domestic]	Travel Rental Vehicle Domestic (SC0243)	Domestic Travel Ground Transportation
Car Rental Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Car rental expenses while traveling within the 50 United States. *Includes Alaska and Hawaii. *Excludes possessions and territories of the US. *Excludes vehicle fuel, tolls, and other related expenses. *Excludes Rideshare Services (Uber, Lyft, etc.) - use [Taxi/Rideshare/Shuttle/Limo Domestic]	Travel Employee Training (SC0236)	Domestic Travel Ground Transportation Travel Employee Training Ground Transportation
Car Rental International	Car rental expenses while traveling outside the 50 United States. *Includes possessions and territories of the US. *Excludes vehicle fuel, tolls, and other related expenses. *Excludes Rideshare Services (Uber, Lyft, etc.) - use [Taxi/Rideshare/Shuttle/Limo International]	Travel Rental Vehicle Foreign (SC0247)	International Travel Ground Transportation
Car Rental International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Car rental expenses while traveling outside the 50 United States. *Includes possessions and territories of the US. *Excludes vehicle fuel, tolls, and other related expenses. *Excludes Rideshare Services (Uber, Lyft, etc.) - use [Taxi/Rideshare/Shuttle/Limo International]	Travel Employee Training (SC0236)	International Travel Travel Employee Training Domestic Travel Travel Employee Training
Car Rental State Owned Vehicle	The amount paid for car rental transportation when renting a state owned vehicle.	Travel State Vehicles (SC0248)	Domestic Travel
Car Rental State Owned Vehicle, Travel, Employee Training	The amount paid for state car rental transportation expenses incurred while traveling outside the United States of America and its possessions and territories. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training
Catering Domestic	The amounts paid for catering expenses incurred while traveling within the US on official business. Typically includes services such as set-up, staffing, and clean-up.	Services Catering (SC0198)	Domestic Travel Meals Domestic Travel
Catering Domestic, Travel, Employee Training	The amounts paid for catering expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Travel Employee Training Meals
Catering International	The amounts paid for catering expenses incurred while traveling outside the US on official business. Typically includes services such as set-up, staffing, and clean-up.	Services Catering (SC0198)	Travel Employee Training Meals
Catering International, Travel, Employee Training	The amounts paid for catering expenses incurred while traveling outside the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Travel Employee Training Air Travel
Change Fee Domestic	Fees charged by airlines for changes to existing reservations.	Travel Upgrade & Change Fees Domestic (SC0587)	Air Travel Domestic Travel Air Travel
Change Fee Domestic, Travel, Employee Training	Fees charged by airlines for changes to existing reservations. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Travel Employee Training Air Travel
Change Fee International	Fees charged by airlines for changes to existing reservations.	Travel Upgrade & Change Fees International (SC0585)	International Travel Air Travel
Change Fee International, Travel, Employee Training	Fees charged by airlines for changes to existing reservations. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Air Travel International Travel
Clothing & Laundry Supplies	Expenses for bedspreads, blankets, diapers, pillows pillowcases, towels, washcloths, and similar linen supplies, bluing, cleansing agents, deodorants, disinfectants, small brushes, starch, and similar laundry supply items	Supplies Apparel (SC0259)	Travel Employee Training Equipment & Supplies
Conference Registration Domestic	Registration fees for conferences	Employee Training Registration Fee & Materials (SC0168)	Domestic Travel
Conference Registration Domestic, Travel, Employee Training	Registration fees for conferences. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Travel Employee Training International Travel
Conference Registration International	Registration fees for conferences	Employee Training Registration Fee & Materials (SC0168)	International Travel



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Conference Registration International, Travel, Employee Training	Registration fees for conferences. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel
Conference/Meeting Services Domestic	Costs associated with hosting or presenting at a conference	Rent Conference/Meeting Space (SC0205)	Travel Employee Training Domestic Travel
Conference/Meeting Services Domestic, Travel, Employee Training	Costs associated with hosting or presenting at a conference. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Conference/Meeting Services International	Costs associated with hosting or presenting at a conference	Rent Conference/Meeting Space (SC0205)	Travel Employee Training Hotel
Conference/Meeting Services International, Travel, Employee Training	Costs associated with hosting or presenting at a conference. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Copying Services	Expenses for copying services, designing, printing, collating, and binding	Services Copying (SC0162)	Travel Employee Training Services
Day Trip Meal Domestic	Actual cost for meals while on a day trip (taxable)	Travel Meals Actual Domestic (SC0254)	Domestic Travel
Day Trip Meal Domestic, Travel, Employee Training	Actual cost for meals while on a day trip (taxable). Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Domestic Travel Meals
Desktop Computing Equipment, Non-capital (Less than \$5000)	Stationary desktop or tower computers	Equip NonCapital Desktop Computers (SC0336)	Travel Employee Training Equipment & Supplies
Educational Equipment, Non-Capital (Less than \$5000)	Auditorium seating, chalkboards, classroom furniture, and similar equipment	Equip NonCapital Educational (SC0339)	Equipment & Supplies
Educational Materials and Supplies	Books or supplies purchased for research or to be used in classes.	Supplies Educational (SC0290)	Equipment & Supplies
Electrical R & M Services	Expenses for services provided to repair and maintain electrical systems in buildings, shelters, towers, and on grounds	Services Electrical Repair and Maintenance (SC0184)	Equipment & Supplies
Electronic Equipment, Non-Capital (Less than \$5000)	Intercommunication systems, radar, radios, televisions, and similar electronic equipment	Equip NonCapital Electronic (SC0342)	Equipment & Supplies
Employee Award Non-Taxable	Supplies for employee recognition event, sympathy flowers - regardless of amount, gifts to employees costing \$99.99 or less.	Employee Recognition Awards Cash & Non Cash non-taxable (SC0565)	Special Payments
Employee Award Taxable	Employee gifts costing \$100 or more. All gift cards – gift cards are taxable regardless of the amount. The procedures and limits for Retirement gifts to University Academic employees are at the discretion of each Major Budget Unit (MBU) or Vice President. Check with your HR rep for your unit's limits and procedures.	Employee Recognition Awards Cash & Non Cash taxable (SC0564)	Special Payments
Entertainment Expense	Expenses incurred while entertaining. Entertainment expenses for guests are allowable if they have a clear business purpose or the event occurs directly before or after conducting University business. Entertainment expenses may include social or recreational activities. Entertainment should be within reasonable limits and not lavish, excessive, or inappropriate.	Entertainment Expense (SC0125)	Special Payments
Entrance Fees Domestic	Entrance fees for museums, parks, or other business related locations	Travel Subsistence & Lodging Domestic (SC0249)	Domestic Travel
Entrance Fees Domestic, Travel, Employee Training	Entrance fees for museums, parks, or other business related locations. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel
Entrance Fees International	Entrance fees for museums, parks, or other business related locations	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training International Travel
Entrance Fees International, Travel, Employee Training	Entrance fees for museums, parks, or other business related locations. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel
Equipment Rental	Expenses of a lessee for operating leases of equipment.	Rent Equipment (SC0310)	Travel Employee Training Equipment & Supplies
Express Mail Services	Expenses for express or urgent deliveries of printed matter, goods, and commodities by common or contract carrier or hired vehicles, including Overnight AM, Overnight PM, Next Day, Second Day, etc.	Services Express Shipping (SC0157)	Services



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Fabrication Equip Non Capital OSP Mgmt	OSP USE ONLY F&A Waived.	Equip NonCapital Fabrication (OSP Management) (SC0326)	Equipment & Supplies
Food/Drink/Supplies	Purchase of food, drink and supplies that does not include any vendor-provided services. Also includes floral arrangements for events	Supplies Food and Drink (SC0282)	Equipment & Supplies
Freight Inbound	Expenses for packaged delivery and freight services provided by common or contract carriers or hired vehicles for the receipt of commodities.	Services Freight Inbound (SC0159)	Services
Freight Outbound	Expenses for package delivery and freight services provided by common or contract carriers or hired vehicles for the outbound movement of commodities	Services Freight Outbound (SC0158)	Services
Garbage Removal	Expenses for services to haul garbage, trash, and other refuse	Service Charge Refuse Removal (SC0387)	Services
Gift Card Non-Employee	Gifts cards purchased to be given to non-employees ONLY.	Gifts Non Cash Non-Employee (SC0118)	Special Payments
Gift Card Service Fees	Activation fees for gift cards - separate from the gift card amount	Gifts Non Cash Non-Employee (SC0118)	Special Payments
Gifts Non-Employee	Gifts for non-employees ONLY.	Gifts Non Cash Non-Employee (SC0118)	Special Payments
Hardware Material	Expenses for bolts, cable, gears, nuts, pipe screws, solder, and similar mechanical repair and maintenance materials not included in the cost of work performed under contract	Supplies Hardware Material (SC0278)	Equipment & Supplies
Hotel Accommodations Domestic	The amounts paid for lodging expenses incurred while traveling within the contiguous United States on official business, including lodging taxes. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Subsistence & Lodging Domestic (SC0249)	Domestic Travel
Hotel Accommodations Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for lodging expenses incurred while traveling within the contiguous United States on official business, including lodging taxes. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Hotel Domestic Travel
Hotel Accommodations International	The amounts paid for lodging expenses incurred while traveling outside the contiguous United States on official business, including lodging taxes. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training Hotel
Hotel Accommodations International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for lodging expenses incurred while traveling outside the contiguous United States on official business, including lodging taxes. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Hotel Parking & Transportation Domestic	The amounts paid for parking expenses incurred at the hotel while traveling within the US on official business.	Travel Parking and Miscellaneous domestic (SC0240)	Travel Employee Training Domestic Travel
Hotel Parking & Transportation Domestic, Travel, Employee Training	The amounts paid for parking expenses incurred at the hotel while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Hotel Parking & Transportation International	The amounts paid for parking expenses incurred at the hotel while traveling outside the US on official business.	Travel Parking and Miscellaneous foreign (SC0245)	Travel Employee Training Hotel
Hotel Parking & Transportation International, Travel, Employee Training	The amounts paid for parking expenses incurred at the hotel while traveling outside the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Hotel Phone/Wifi/Printing Domestic	The amounts paid for wifi or printing expenses incurred at the hotel while traveling within the US on official business.	Travel Parking and Miscellaneous domestic (SC0240)	Travel Employee Training Domestic Travel
Hotel Phone/Wifi/Printing Domestic, Travel, Employee Training	The amounts paid for wifi or printing expenses incurred at the hotel while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Hotel Phone/Wifi/Printing International	The amounts paid for wifi or printing expenses incurred at the hotel while traveling outside the US on official business.	Travel Parking and Miscellaneous foreign (SC0245)	Travel Employee Training Hotel International Travel



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Hotel Phone/Wifi/Printing International, Travel, Employee Training	The amounts paid for wifi or printing expenses incurred at the hotel while traveling outside the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel International Travel
Hotel Room Charge Domestic (Itemization Only)	The amounts paid for room expenses incurred while traveling within the US on official business.	Travel Subsistence & Lodging Domestic (SC0249)	Travel Employee Training Domestic Travel
Hotel Room Charge Domestic (Itemization Only), Travel, Employee Training	The amounts paid for room expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Hotel Room Charge International (Itemization Only)	The amounts paid for room expenses incurred while traveling outside the US on official business, Expenses associated with employee training and development including conferences or other professional development	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training Hotel
Hotel Room Charge International (Itemization Only), Travel, Employee Training	The amounts paid for room expenses incurred while traveling outside the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Hotel Taxes/Fees Domestic (Itemization Only)	The amounts paid for room taxes/fees incurred while traveling within the US on official business	Travel Subsistence & Lodging Domestic (SC0249)	Travel Employee Training Domestic Travel
Hotel Taxes/Fees Domestic (Itemization Only), Travel, Employee Training	The amounts paid for room taxes/fees incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Hotel Taxes/Fees International (Itemization Only)	The amounts paid for room taxes/fees incurred while traveling outside the US on official business,	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training Hotel
Hotel Taxes/Fees International (Itemization Only), Travel, Employee Training	The amounts paid for room taxes/fees incurred while traveling outside the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Human Subject Payments	Payments for paying Research Participants (Human Subjects) - Visit the Paying Research Participants page for more details.	Services Human Subject Payments (SC0210)	Travel Employee Training Services
In-flight Wifi Domestic	Wifi purchased for travel within the United States.	Travel Other Airline Fees Domestic (SC0241)	Special Payments Air Travel
In-flight Wifi Domestic, Travel, Employee Training	Wifi purchased for travel within the United States. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Air Travel Domestic Travel
In-flight Wifi International	Wifi purchased for travel outside the contiguous United States and its possessions and territories.	Travel Other Airline Fees Foreign (SC0244)	Travel Employee Training Air Travel
In-flight Wifi International, Travel, Employee Training	Wifi purchased for travel outside the contiguous United States and its possessions and territories. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Air Travel International Travel
Lab Equipment, Non-Capital (Less than \$5000)	Blood gas analyzers, bunsen burners, centrifuges, freezing point depression instruments (freezer and refrigerators), gas chromatographs, incubators, microscopes, spectrophotometers, and similar equipment	Equip NonCapital Laboratory (SC0345)	Travel Employee Training Equipment & Supplies
Lab Supplies & Chemicals	Tubes, filters, dry ice, heavy duty scissors, heat lamps, replacement bulbs, vials.	Supplies Lab Chemicals (SC0267)	Equipment & Supplies



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Laundry/Linen Services	Expenses for services provided by commercial establishment for laundry and linen. Include payment of claims for damaged laundry and dry cleaning.	Services Laundry & Linen (SC0199)	Services
Library Books	Expenses for books, microfiche, periodicals and similar equipment used in libraries of institutions of higher education.	Library Collections (SC0338)	Equipment & Supplies
Manufacturing Supplies	Expenses for fabrics and leather goods, metals, paints, plastic and synthetic/processed materials, and wood and wood products.	Supplies Manufacturing (SC0262)	Equipment & Supplies
Mechanical Equipment, Non-Capital (Less than \$5000)	Air conditioners, boilers, elevators, switching, and similar mechanical equipment normally included in a structure at time of construction	Equip NonCapital Mechanical (SC0362)	Equipment & Supplies
Medical Services	Expenses for medical services provided by nurses, physicians and similar health care professionals, including materials and supplies	Services Medical (SC0150)	Services
Medical/Dental Equipment, Non-Capital (Less than \$5000)	Anesthesia & respiratory therapy equip., dental equip., diagnostic apparatus, electrotherapeutic equip., examining room furniture, fracture and orthopedic equip., hospital & medical lighting, operating room equipment, x-ray	Equip NonCapital Medical & Dental (SC0346)	Equipment & Supplies
Medical/Dental Supplies	Expenses for bandages, biologics, braces, chemicals, contraceptive devices, crutches, eyeglasses, facemasks, hearing aids, prostheses, surgical blades, and similar medical and dental supplies	Supplies Medical & Dental (SC0272)	Equipment & Supplies
Medical/Emergency Transportation	NOT for employee usage - Travel, Supplements and Aid: Expenses for individual transportation for persons receiving medical or rehabilitative services or for persons in the care or custody of a state agency	Travel Aid (SC0251)	Ground Transportation
Merchandise for Resale	Expenses for materials, supplies, and equipment purchased for resale in substantially the same form as purchased	Supplies Merchandise for Resale (SC0263)	Equipment & Supplies
Mileage	Reimbursement for private vehicle mileage while traveling within the 50 United States.	Travel Personal Vehicle Mileage (SC0237)	Domestic Travel
Mileage, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Reimbursement for private vehicle mileage while traveling within the 50 United States. □ The amounts paid for ground travel while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel Ground Transportation
Mobile Computing Equipment, Non-Capital (less than \$5000)	Equipment such as notebooks, laptops, or handheld computers	Equip NonCapital Mobile Computing (SC0337)	Travel Employee Training Equipment & Supplies
Musical Instruments	Guitars, drums, and other musical instruments for student programming purposes. Other musical instruments should be purchased on a PO.	Supplies Recreational (SC0293)	Equipment & Supplies
Natural Gas	Expenses for natural and manufactured gas consumed for cooking, heating, power generating plants, and laboratories	Supplies Natural Gas (SC0381)	Equipment & Supplies
Network Storage Equipment, Non-Capital (less than \$5000)	Network storage devices and systems, including flash, spinning disk, RAID, tape, array, converged/hyperconverged storage, etc.	Equip NonCapital Network Storage (SC0332)	Services
Non-Cash Compensation Benefits, Taxable	Benefit paid on behalf of the employee by UVA outside of standard fringe benefits for example gym, country club memberships.	Bonuses & Incentives Other (SC0062)	Special Payments
Non-powered R&M Services, Non-Capital (less than \$5000)	Expenses for services provided to repair and maintain electrical systems in buildings, shelters, towers, and on grounds.	Services Electrical Repair and Maintenance (SC0184)	Equipment & Supplies
Non-Professional Memberships	Memberships to non-professional groups and organizations	Membership Fees to Organizations (SC0166)	Services
Non-Travel Fuel	Expenses for diesel fuel, gasoline, or similar fuel consumed in the engines and motors of aircraft, motor vehicles, power equipment, and watercraft	Supplies Gas & Diesel Fuel (SC0383)	Services Equipment & Supplies
Office Supplies	Expenses for binders, clips, file folders, ribbons(all types), small batteries, tape(all types), writing utensils, and similar office items	Supplies Office (SC0258)	Equipment & Supplies
OSP Participant Support Costs, Educational Equipment	OSP USE ONLY Auditorium seating, chalkboards, classroom furniture, and similar equipment.	Participant Support Educational Equipment (SC0593)	OSP Participant Support Costs
OSP Participant Support Costs, Educational Rentals	OSP USE ONLY Expenses of a lessee for operating leases of equipment.	Participant Support Equipment Rentals (SC0594)	OSP Participant Support Costs
OSP Participant Support Costs, Educational Supplies	OSP USE ONLY Expenses for blank audio tapes, blank phonograph records, blank video tapes, chalk, erasers, and similar educational supplies.	Participant Support Educational Supplies (SC0576)	OSP Participant Support Costs
OSP Participant Support Costs, Express Mail Services	OSP USE ONLY Expenses for express or urgent deliveries of printed matter, goods, and commodities by common or contract carrier or hired vehicles, including Overnight AM, Overnight PM, Next Day, Second Day, etc.	Participant Support Express Services (SC0595)	OSP Participant Support Costs
OSP Participant Support Costs, Food & Dietary Supplies	OSP USE ONLY Purchase of food, drink and supplies that does not include any vendor-provided services.	Participant Support Food & Dietary Supplies (SC0596)	OSP Participant Support Costs
OSP Participant Support Costs, Office Supplies	OSP USE ONLY Expenses for binders, clips, file folders, ribbons(all types), small batteries, tape(all types), writing utensils, and similar office items.	Participant Support Office Supplies (SC0589)	OSP Participant Support Costs
OSP Participant Support Costs, Printing Services	OSP USE ONLY Expenses for services provided by private sector for printing.	Participant Support Printing Services (SC0591)	OSP Participant Support Costs



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OSP Participant Support Costs, Skilled Services	OSP USE ONLY Expenses for services provided by private sector.	Participant Support Skilled Services (SC0590)	OSP Participant Support Costs
OSP Participant Support Costs, Travel, Meal Reim – Not Rpt IRS	OSP USE ONLY The actual amount paid for travel meal expenses incurred while traveling.	Participant Support Travel Meal Reimb-Not Rpt IRS (SC0592)	OSP Participant Support Costs
OSP Participant Support Costs, Travel, Personal Vehicle	OSP USE ONLY Expenses for transportation by personal vehicle.	Participant Support Travel Personal Vehicle (SC0586)	OSP Participant Support Costs
OSP Participant Support Costs, Travel, Public Carriers	OSP USE ONLY The amounts paid for public transportation while traveling.	Participant Support Travel Public Carriers (SC0588)	OSP Participant Support Costs
OSP Participant Support Costs, Travel, Subsistence & Lodging Domestic	OSP USE ONLY The amounts paid for lodging expenses incurred while traveling within the US on official business, including lodging taxes.	Participant Support Travel Subsistence and Lodging Domestic (SC0569)	OSP Participant Support Costs
OSP Participant Support Costs, Travel, Subsistence & Lodging International	OSP USE ONLY The amounts paid for lodging expenses incurred while traveling outside the US on official business, including lodging taxes.	Participant Support Travel Subsistence and Lodging Foreign (SC0570)	OSP Participant Support Costs
Other Ground Transportation Domestic	The amounts paid for ground travel while traveling within the contiguous United States and its possessions and territories.	Travel Public Carrier Domestic (SC0242)	Domestic Travel
Other Ground Transportation Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for ground travel while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel
Other Ground Transportation International	The amounts paid for ground travel while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Public Carrier Foreign (SC0246)	Ground Transportation Travel Employee Training Ground Transportation
Other Ground Transportation International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for ground travel while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Other Hotel Itemization Domestic	Expenses such as cleaning fees, early/late checkout, laundry charges while traveling within the contiguous United States of America and its possessions and territories. Should NOT be used for items that have their own expense items listed in workday.	Travel Parking and Miscellaneous domestic (SC0240)	Travel Employee Training Domestic Travel
Other Hotel Itemization Domestic, Travel, Employee Training	Expenses such as cleaning fees, early/late checkout, laundry charges while traveling within the contiguous United States of America and its possessions and territories. Should NOT be used for items that have their own expense items listed in workday. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Hotel Domestic Travel Hotel
Other Hotel Itemization International	Expenses such as cleaning fees, early/late checkout, laundry charges while traveling outside the contiguous United States of America and its possessions and territories. Should NOT be used for items that have their own expense items listed in workday.	Travel Parking and Miscellaneous foreign (SC0245)	Travel Employee Training Hotel
Other Hotel Itemization International, Travel, Employee Training	Expenses such as cleaning fees, early/late checkout, laundry charges while traveling outside the contiguous United States of America and its possessions and territories. Should NOT be used for items that have their own expense items listed in workday. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Hotel International Travel
Other Lab Supplies	Tubes, filters, dry ice, heavy duty scissors, heat lamps, replacement bulbs, vials.	Supplies Lab Other (SC0270)	Travel Employee Training Equipment & Supplies
Parking - State Owned Vehicle	Parking expenses while traveling with a state vehicle.	Travel State Vehicles (SC0248)	Domestic Travel
Parking - State Owned Vehicle, Travel, Employee Training	Parking expenses while traveling with a state vehicle. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training
Parking Domestic	Parking expenses while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US. *Excludes on UVA Grounds parking.	Travel Parking and Miscellaneous domestic (SC0240)	Domestic Travel
Parking Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Parking expenses while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US. *Excludes on UVA Grounds parking.	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel Ground Transportation
Parking International	The amounts paid for parking while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Parking and Miscellaneous foreign (SC0245)	Travel Employee Training Ground Transportation International Travel



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Parking International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for parking while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Ground Transportation International Travel
Passport / Visa	Fees for passports, visas, TSA Pre-check, Global Entry, or other travel documentation required for business travel	Services Employment Visa Fee (SC0179)	Travel Employee Training Services
Per Diem Travel Meals Domestic	The amounts paid for per diem meals expenses incurred while traveling within the US on official business.	Travel Meals Per Diem Domestic (SC0256)	Domestic Travel
Per Diem Travel Meals Domestic, Travel, Employee Training	The amounts paid for per diem meals expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Domestic Travel Meals
Per Diem Travel Meals International, Travel, Employee Training	The amounts paid for per diem meals expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training International Travel Meals
Printing Professional Licenses/Fees Public Transit Domestic	Expenses for services provided by private sector for printing. Expenses for memberships to professional organizations The amounts paid for public transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Services Printing (SC0163) Professional Licenses & Fees (SC0165) Travel Public Carrier Domestic (SC0242)	Travel Employee Training Services Services Domestic Travel
Public Transit Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for public transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel Ground Transportation
Public Transit International	The amounts paid for public transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Public Carrier Foreign (SC0246)	Travel Employee Training Ground Transportation
Public Transit International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for public transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Publications/Advertising	Publication services such as designing, printing, collating, and binding. Expenses for services provided to advertise by magazine, newspaper, periodical, radio, television, or other media.	Services Publication Costs (SC0164)	Travel Employee Training Services
Rail Domestic	The amounts paid for rail transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Public Carrier Domestic (SC0242)	Domestic Travel
Rail Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for rail transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel Ground Transportation
Rail International	The amounts paid for rail transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Public Carrier Foreign (SC0246)	Travel Employee Training Ground Transportation
Rail International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for rail transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Rail Upgrade Domestic	Fee for upgrading rail seat or cabin - *Rail upgrades costing more than \$350 will require justification and additional approval.	Travel Upgrade & Change Fees Domestic (SC0587)	Travel Employee Training Domestic Travel Ground Transportation



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Rail Upgrade Domestic, Travel, Employee Training	Fee for upgrading rail seat or cabin - *Rail upgrades costing more than \$350 will require justification and additional approval. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Ground Transportation
Rail Upgrade International	Fee for upgrading rail seat or cabin - *Rail upgrades costing more than \$350 will require justification and additional approval.	Travel Upgrade & Change Fees International (SC0585)	Travel Employee Training Ground Transportation
Rail Upgrade International, Travel, Employee Training	Fee for upgrading rail seat or cabin - *Rail upgrades costing more than \$350 will require justification and additional approval. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Records Storage Services	Records mgmt expenditures associated with pick-up or delivery, inventory control, scanning, storage, destruction, and other records mgmt services.	Services Records Management (SC0215)	Travel Employee Training Services
Recreational Supplies	Expenses for balls, bases, bats, nets, racquets, and similar indoor and outdoor recreational supplies	Supplies Recreational (SC0293)	Equipment & Supplies
Rent, Storage & Facilities	Expenses of a tenant for the use of a structure or part of a structure	Rent Buildings and Facilities (SC0311)	Equipment & Supplies
Residual Balance (Itemization Only)	Remaining funds from a T&E card cash withdrawal to be deducted from paycheck. This must be Itemized under the item T&E Cash Withdrawal and MUST be a Personal Expense.	Fiscal Services (SC0172)	Special Payments
Skilled Services Domestic	Expenses for services provided by private sector within the United States.	Services Skilled Other (SC0219)	Services
Skilled Services International	Expenses for services provided by private sector within the traveling outside the contiguous United States of America and its possessions and territories.	Services Skilled Other (SC0219)	Services
Split Transaction (Itemization Required)	T&E card receipt that is needed to be splint between different expense items.	Fiscal Services (SC0172)	Special Payments
Student Program Costs (Itemization Required)	Costs associated with student educational and extracurricular activities	Student Program Costs (SC0223)	Special Payments
Subscriptions/Publications	Expenses for subscriptions to professional or technical publications used for professional development not purchased for general library use.	Services Subscriptions for Publications (SC0167)	Services
Svcs, Health Insurance	Expenses for insurance premiums paid by the state on behalf of eligible individuals to provide them with health services.	Services Health Insurance Reimbursement (SC0153)	Services
T&E Cash Withdrawal (Itemization Required)	Cash Advance	Fiscal Services (SC0172)	Special Payments
Taxi/Shuttle/Limo Domestic	The amounts paid for taxis, shuttles, or limo transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US. *Includes Rideshare Services (Uber, Lyft, etc.)	Travel Public Carrier Domestic (SC0242)	Domestic Travel Ground Transportation Domestic Travel
Taxi/Shuttle/Limo Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for taxis, shuttles, or limo transportation while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US. *Includes Rideshare Services (Uber, Lyft, etc.)	Travel Employee Training (SC0236)	Ground Transportation
Taxi/Shuttle/Limo International	The amounts paid for taxis, shuttles, or limo transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US. *Includes Rideshare Services (Uber, Lyft, etc.)	Travel Public Carrier Foreign (SC0246)	Travel Employee Training Ground Transportation
Taxi/Shuttle/Limo International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for taxis, shuttles, or limo transportation while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US. *Includes Rideshare Services (Uber, Lyft, etc.)	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Telecom Non DIT	Expenses for services provided for cables, facsimile-transmissions, local and long distance telephones, telegrams, teletype, and similar services	Services Telecom Non-DIT Other (SC0378)	Travel Employee Training Services
Telecom/Cell/Internet	Expenses for local calls, cell phones, and internet	Services Telecom Cell Internet (SC0377)	Services
Tips/Gratuities Domestic	Tips not included in the per diem allotment	Travel Subsistence & Lodging Domestic (SC0249)	Domestic Travel
Tips/Gratuities Domestic, Travel, Employee Training	Tips not included in the per diem allotment. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel
Tips/Gratuities International	Tips not included in the per diem allotment	Travel Subsistence & Lodging Foreign (SC0250)	Travel Employee Training International Travel
Tips/Gratuities International, Travel, Employee Training	Tips not included in the per diem allotment. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel
Toll Domestic	The amounts paid for tolls while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Personal Vehicle Parking & Tolls (SC0238)	Travel Employee Training Domestic Travel Ground Transportation



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Toll Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for tolls while traveling within the contiguous United States. *Excludes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	Domestic Travel Ground Transportation
Toll International	The amounts paid for tolls while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Parking and Miscellaneous foreign (SC0245)	Travel Employee Training Ground Transportation
Toll International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. The amounts paid for tolls while traveling outside the contiguous United States. *Includes Alaska, Hawaii, possessions, and territories of the US.	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Training Registration/ Materials	Expenses such as registration fees and materials for attending training courses, workshops, and conferences	Employee Training Registration Fee & Materials (SC0168)	Travel Employee Training Services
Training Registration/ Materials, Travel, Employee Training	Expenses such as registration fees and materials for attending training courses, workshops, and conferences. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Services Travel Employee Training
Travel Deduction Domestic	Deduction taken if department only allows a certain amount for reimbursement travel within the United States.	Travel Subsistence & Lodging Domestic (SC0249)	Domestic Travel
Travel Deduction Domestic, Travel, Employee Training	Deduction taken if department only allows a certain amount for reimbursement travel within the United States. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training
Travel Deduction International	Deduction taken if department only allows a certain amount for reimbursement outside the contiguous United States and its possessions and territories.	Travel Subsistence & Lodging Foreign (SC0250)	International Travel
Travel Deduction International, Travel, Employee Training	Deduction taken if department only allows a certain amount for reimbursement outside the contiguous United States and its possessions and territories. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Travel Employee Training
Travel Insurance Domestic	Travel insurance purchased to cover cancellation, trip interruption, secondary medical, evacuation, or other covered benefits for travel within the United States.	Travel Subsistence & Lodging Domestic (SC0249)	Domestic Travel
Travel Insurance Domestic, Travel, Employee Training	Travel insurance purchased to cover cancellation, trip interruption, secondary medical, evacuation, or other covered benefits for travel within the United States. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Domestic Travel Travel Employee Training
Travel Insurance International	Travel insurance is insurance purchased to cover cancellation, trip interruption, secondary medical, evacuation, or other covered benefits for travel outside the contiguous United States and its possessions and territories.	Travel Subsistence & Lodging Foreign (SC0250)	International Travel
Travel Insurance International, Travel, Employee Training	Travel insurance is insurance purchased to cover cancellation, trip interruption, secondary medical, evacuation, or other covered benefits for travel outside the contiguous United States and its possessions and territories. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	International Travel Travel Employee Training
Travel Meals Actual Domestic	The actual amount paid for travel meal expenses incurred while traveling within the US on official business.	Travel Meals Actual Domestic (SC0254)	Domestic Travel
Travel Meals Actual Domestic, Travel, Employee Training	The actual amount paid for travel meal expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Domestic Travel Meals
Travel Meals Actual International	The actual amount paid for travel meal expenses incurred while traveling outside the US on official business.	Travel Meals Actual Foreign (SC0255)	Travel Employee Training International Travel
Travel Meals Actual International, Travel, Employee Training	The actual amount paid for travel meal expenses incurred while traveling within the US on official business. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals International Travel Meals
Travel Meals Per Diem International	The amounts paid for per diem meals expenses incurred while traveling outside the US on official business.	Travel Meals Per Diem Foreign (SC0257)	Travel Employee Training International Travel Meals



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Travel Per Diem DEDUCTION Domestic	Deduction taken if department only allows a certain amount for reimbursement travel within the United States.	Travel Meals Per Diem Domestic (SC0256)	Domestic Travel
Travel Per Diem DEDUCTION Domestic, Travel, Employee Training	Deduction taken if department only allows a certain amount for reimbursement travel within the United States. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Travel Employee Training
Travel Per Diem DEDUCTION International	Deduction taken if department only allows a certain amount for reimbursement outside the contiguous United States and its possessions and territories.	Travel Meals Per Diem Foreign (SC0257)	International Travel
Travel Per Diem DEDUCTION International, Travel, Employee Training	Deduction taken if department only allows a certain amount for reimbursement outside the contiguous United States and its possessions and territories. Expenses associated with employee training and development including conferences or other professional development	Travel Employee Training (SC0236)	Meals Travel Employee Training
US Mail	Expenses for services provided to distribute printed matter by the United States Postal Service, e.g., stamps, stamped envelopes, postage meters, and permit fees.	Services US Postal (SC0156)	Services
Vehicle Fuel Domestic	Vehicle fuel expenses for rental cars while traveling within the 50 United States. *Excludes possessions and territories of the US. *Includes Alaska and Hawaii. *Excludes personal vehicles - Use [Mileage Domestic]	Travel Rental Vehicle Domestic (SC0243)	Domestic Travel
Vehicle Fuel Domestic, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Vehicle fuel expenses for rental cars while traveling within the 50 United States. *Includes Alaska and Hawaii. *Excludes possessions and territories of the US. *Excludes personal vehicles - Use [Mileage Domestic]	Travel Employee Training (SC0236)	Ground Transportation Domestic Travel Ground Transportation
Vehicle Fuel International	Vehicle fuel expenses for rental cars while traveling outside the 50 United States. *Includes possessions and territories of the US.	Travel Rental Vehicle Foreign (SC0247)	Travel Employee Training Ground Transportation
Vehicle Fuel International, Travel, Employee Training	Expenses associated with employee training and development including conferences or other professional development. Vehicle fuel expenses for rental cars while traveling outside the 50 United States. *Includes possessions and territories of the US.	Travel Employee Training (SC0236)	International Travel Ground Transportation International Travel
Vehicle Repair and Maintenance	Expenses for services provided to repair and maintain agricultural vehicular equipment, aircraft equipment, construction equipment, motor vehicle equipment, watercraft equipment, etc.	Services Vehicle Repair & Maintenance (SC0194)	Travel Employee Training Services
Vehicle Supplies	Expenses for automatic transmission fluid, batteries, brake fluid, engine oil, grease, hoses, hub cap, points and plugs, tires, and similar vehicle repair and maintenance materials	Supplies Vehicle Repair & Maintenance (SC0279)	Equipment & Supplies